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TO : Director of Training
 THROUGH : Deputy Director of Training
 FROM : Registrar/TR

DATE: 19 March 1958

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SUBJECT: Weekly Activity Report No. 11
 12 March - 18 March 1958

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/176

Date: 09 MAR 1978 By: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. The circumstances concerning nominee for the August 1958 class of the Armed Forces Staff College have focused our attention again on the problem of cover. Circumstances are these: AFSC requests biographic information on our candidates, to include specific assignments of six months

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mates. The latter recommendation was accepted in this case. The only satisfactory solution seems to be to ignore AFSC's requirement for specifics, and furnish only generalized information. This problem also arises with the Industrial College requirement of furnishing biographic briefs for employees selected to attend, but currently overseas.

2. With more than 80 applications received for the Satellite Theory lectures, the OTR limit of 35 imposed by classroom size required re-examination, particularly since the great bulk of applicants had a valid reason for attendance. met with on 18 March and proposed these alternatives (1) arrange special transportation for 30 OSI personnel to and from 117 Central (feasible according to) and (2) switch CPW (only 14 enrollees) from to elsewhere. Chief/IS and Chief/OS agreed to the latter, and re-estimated maximum enrollment at 65 using the . Later, as available, the course will be transferred to Security's large room in I Building.

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3. [] has been requested [] to collaborate in providing guidance to [] Training Officer for Office of Personnel, in reorganizing the O/P Professional EOD Orientation Program so that it may qualify as creditable training under CIA Regulation []

4. Through arrangements made with [], all language instructors will now provide R/TR with an evaluation of language competence for each individual upon entry into an internal language course. These determinations of proficiency can then be compared with tested results upon course completion, to determine achievement during the course. As practicable, we will introduce a similar practice for external trainees.

5. The Army was notified this week that the Agency has no candidate, at this time, for the 1958-1960 [] Program. We were assured by our Pentagon contact that if a last minute requirement developed before 1 May, they would be able to honor it.

6. Several weeks ago mention was made of a TSS application for correspondence training at the DeVry Technical Institute, involving a proposed advance of \$650. With Commo assistance, we met with the TSS supervisor from [] and acquainted him with (1) other correspondence programs, less expensive but fully responsive to the proposed training needs, and (2) our policy of reimbursement, rather than advance. Word has reached us now that the employee plans to quit Agency employment 28 March.

7. A request was received from ONE to place the Secretary of the IAC, [] in the Weapons Course at Sandia Base, New Mexico, during April or May. All of our slots are committed, but we have requested OSI to make available one of their twelve slots in the remaining three classes.

8. Two courses conducted by the Office of Comptroller are being monitored as part of the general survey of non-OTR Headquarters training.

9. I met with [] Special Assistant to AD/CR for several hours on 14 March to assist him in exploring training opportunities directed toward his personal development. Joe implied that Paul Borel and DTR were both cognizant of the problem. The information I furnished him on university programs in the field of automation (from a recent issue of the Review of Educational Research) appeared to be of considerable benefit.

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25X1 10. [] met with NSA representatives on Tuesday. As a result of this meeting, NSA has informally agreed to furnish us with course outlines, instructor notes, tests and any other help we may need so that Commo may develop a course comparable to the course which NSA has conducted. A formal memorandum of request will be prepared in the next few days for your signature (background information on this item was in last week's report).

W 11. We have notified ORR, NEA and [] (the only components who have expressed a desire to participate in the Near East Seminar) of the DTR's decision of 14 March regarding OTR's withdrawal of financial support of this training program. ORR and [] have indicated that they will finance one employee each. NEA will notify us within two days of their decision. The two names will be transmitted to the State Department. 25X1

25X1 12. [] is drafting a proposed OTR notice on the subject of the necessity of fully and effectively coordinating the numerous support activities involved in the development of OTR courses.

13. We have been at fault in reporting enrollments in the Cable Refresher (DD/P), offered by the Operations School, when a little inquiry on my part would have revealed that our information is obtained after the fact. Our procedures for the Cable Refresher (DD/S and DD/I), offered by the Intelligence School, follow regular registration channels.

W 14. During the week 12 March - 18 March 1958, there were 1,102 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

241 enrolled in 43 classes (16 languages) during hours
126 enrolled in 22 classes (9 languages) before hours
166 enrolled in 25 classes (10 languages) after hours
77 enrolled in 4 area courses
270 enrolled in 10 Intelligence School courses
158 enrolled in 7 Operations School courses
64 enrolled in 1 Communism School course

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